

HUMAN RESOURCES ADMINISTRATIVE SECRETARY

DEFINITION

To perform a variety of highly responsible, confidential and complex clerical, secretarial and administrative support duties for the professional staff of Human Resources administration, including executive level support for the Director of Human Resources.

DISTINGUISHING CHARACTERISTICS

The Human Resources Administrative Secretary is an advanced journey level class that differs from the Administrative Secretary, as work performed may involve highly sensitive matters pertaining to Human Resources and matters related to confidential employer-employee relations.

SUPERVISION RECEIVED

Receives direction from the Human Resources Manager and/or Director of Human Resources.

SUPERVISION EXERCISED

May exercise technical and functional supervision over assigned clerical personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for the Director of Human Resources and other Human Resources Department staff as assigned.

Provide primary oversight and file program administration for Department wide filing systems, including maintenance and compliance with the City's retention schedules. Establish and maintain complex filing systems.

Oversee personnel filing systems and develop department standard operating procedures to ensure compliance with all applicable local, state and federal laws.

Perform routine administrative projects; research and compile background data; maintain records and files of findings.

Screen calls, visitors, and mail; respond to requests regarding benefits, recruitment, labor relations, and other information related to Human Resources.

Interpret and explain City policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.

ESSENTIAL DUTIES (Continued)

Independently respond to letters and general correspondence not requiring the attention or oversight of management personnel.

Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.

Perform accounting functions related to ordering supplies, equipment, services and payment of invoices.

Participate and assist in the administration of a department budget; prepare budget reports, compile annual budget requests, and recommend expenditure requests for designated accounts.

Research, compile, and analyze data for special projects and various reports related to Equal Employment, Employee/Labor relations, Employee Grievance, Benefits, Safety, Risk Management, and related topics.

Assist in the support of a board or commission including preparing the agenda, assembling background materials, and transcribing minutes of meetings.

Recommend organization or procedural changes affecting clerical activities.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and computer equipment.

Business letter writing.

Pertinent city government organization, functions, policies, rules and regulations.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate clearly and concisely, both orally and in writing.

Work cooperatively with other departments, City officials, outside agencies, and the public.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

Ability to:

Compose general correspondence and letters.

Interpret and apply administrative and departmental policies, laws, and rules.

Operate and use modern office equipment including word processing equipment as assigned.

Analyze situations carefully and adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records and prepare reports.

Maintain confidential information.

Establish and maintain effective working relationships.

Type accurately at a speed of 50 words per minute.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of increasingly responsible secretarial and clerical experience involving frequent public contact.

Education: Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year

1175CS12

May 2012

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt